(9-1-5	RM HR-RM 1 (9-1-53) If of Records Control Control		on SCHEGULE NO. 256	
Commis		Hall of Re	cords Commission	PAGE NO. 1.
1. Req	uesting Agency		2. Division or Bureau of	Requesting Agency
	STATE DEPART	MENT OF HRALIH	Tuberculosis hospi	TAIS
A Disp	horization Requestors of present accumitional accumulation accumulation to the cords have ceased to	is antici- 📥 cords for w	etention schedule for re- hich there is a continuing	Microfilm and destroy originals Originals if not microfilmed would b ined for the period of time indicated.
	t retention.		rrant their retention after	
4. Item No.	work or a	5. Description of ecords accurately. Include title ctivity to which the records re inear feet). Show recommend	e, form number, size of docum Plate, inclusive dates, and quo	6. Recommendation of Hall of Records and Board of Public Works.
	Hospitals.	retention schedule is a The quantities, dates, a ospital only.		
•	DAGTINGOL MIN	NTGAT DOGODNO		DWW
1.		DICAL RECORDS	521 TRANSFILES.	INACTIVE > 3
	Quanti	ty: 3 drawers active, h		A P P R O V
	Dates:	(Total 75 cubic fee		d 033
		rrangement: Numerical Accumulation: 22 cubic	Pant 7	A P
,	Index	Yes, see Item 27 AL	LARTICAL DU D'AMB	(Torang)
	Individual f	olders containing the me ed. Records in the fold	dical records of each pa	itient
	TB 2 MTH 2 MTH 3 MTH 4 MTH 5 MTH 6	Application and Hospita Admission and Discharge History Sheet Physical Examination Progress Notes X-Ray Report		
	MTH 7 MTH 9 MTH 13	Laboratory Chart with L Dental Record Consultation Notes Operation Permit - hosp	aboratory Reports attack	led
	MTH 15 MTH 16) report	
7. Ag	ency, Division or	Bureau Representative)	
1121.	Clemen	ice barners Chi	of Buy Migt	1/3/56
C 1 1 1	Signatu		U Title U	Date
	le Authorized as Indi s Commission.	icated in Col. 6 by Hall of	Public Works.	icated in Col. 6 by Board of
7/0	/c/ N	Maria 5 Quel) JUL 9 1956 J	Melinger
45/	Date	Archivist	JUL 9 1835	Secretary

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	f Reco			
Commission				

FOR RECORDS RETENTION L LE (Continuation Sheet)

SCHEDULE

256

PAGE NO.

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4. em b. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6: Recommendation of Hall of Records and Board of Public Works.

- 17 Bronchoscopy Report
- 18 Exercise Record
- 20 Clinical Chart
- 21. Doctor's Order Sheet
- 23 Murse's Order Sheet
- 24 Weight Chart

Correspondence - all correspondence is grouped together behind the last sheet of the medical records

RECOMMENDATION: RETAIN PERMANENTIN

2. INDEX TO PATIENTS! MEDICAL RECORDS

Size: 3" x 5"
Quantity: 1 drawer active, 6 drawers inactive (total & cubic foot)

Dates: 1926 - File Arrangement: Alphabetical

The index shows the petient's name, address, case number, religion, date of birth, and dates of admission and discharge.

RECOMMENDATION: RETAIN PERMANENTLY.

SOCIAL SERVICES CASE HISTORY

Quantity: 2 drawers active, 1 drawer inactive (total $\frac{1}{12}$ cubic feet)

File Arrangement: Alphabetical

Dates: 1950 - -

Annual Accumulation: g cubic foot

An individual file is maintained for each patient contacted by the social service workers. Information in the file shows all services rendered and family history. The records are:

Face Sheet (a Maryland Tuberculosis Association form) showing physical description of patient and family history

Case Recording - shows contacts made, comments, and reports of conferences

Correspondence

APPROVED BY
BOARD OF PUBLIC WORKS

Discharge Summary - a copy of the summary Tound in the Medical Records

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER DATE OF DISCHARGE AND THEN DESTROY.

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HALL OF RECORDS COMMISSION

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T FOR RECORDS RETENTION ALLE (Continuation Sheet)

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5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

 Recommendation of Hall of Records and Board of Public Works.

4.

SERVICES RENDERED TO PATIENT

Quantity: 1 drawer (1g cubic feet)

Dates: 1951 -
File Arrangement: Alphabetical

Annual Accumulation: Less than the cubic foot

The Maryland Tuberculosis Association supplies needed clothing and other supplies which the patient cannot financially afford. The records maintained in the Social Services office are duplicated in the Association's files. These are:

Approved Request for Service - indicates the patient's name, hospital, service desired, approval of request, and any remarks.

Discontinuance of Service - this form is sent to the Association at the time the patient is discharged.

All records concerned with an individual patient are stapled together.

RECOMPENDATION: RETAIN FOR THREE YEARS AFTER DATE OF DISCHARGE AND THEN DESTROY.

5. CORRESPONDENCE

Quantity: 18 drawers (24 cubic feet)
Dates: 1950 - File Arrangement: Alphabetical
Armual Accumulation: 5 cubic feet
Disposable Amount: 8 cubic feet

This item includes the correspondence of the Superintendent, Nedical Director, Administrative offices, Social Service office, and Supervisor of Murses. The correspondence is concerned with the functions of the hospital and is with Federal, State, local and other state agencies, professional, civic and business organizations, individuals, doctors, hospitals, etc. Correspondence concerned with a patient is filed in the patient's case folder.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

6. ACCOUNTING RECORDS

Quantity: 17 drawers (70 cubic feet)
Dates: 1950 - File Arrangement: Chronological
Annual Accumulation: 15 cubic feet
Disposable Amount: 30 cubic feet
Audit: State

APPROVED BY

Date JUL 5 1356

Secretary

HALL OF RECORDS COMMISSION

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5. Description of Records Describe records accurately. Include title, form number, size of documents. work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically these supporting records are:

Comptroller of the Treasury

Form No.

E-1-S

Distribution of Charges

R-1 and E-3

Transmittal

DD-1 R-2 (formerly MR-2)

Certificate of Deposit and Bank Deposit Slip Monthly Report of State Funds Collected and

Deposited

Distribution of Unexpended and Obligated

Balances

Monthly Blatement of Balances

Purchasing Eureau (Department of Budget and Procurement)

1-A

Requisition for Supplies

47-A Purchase Order

100-16 Out-of-Schedule Requisition for Supplies

39-A and 40-A Stores Requisition

CF-2 Copy of Contract Awarded

CF-1 Capital Fund Requisition for Equipment

100/24 Actual Emergency and Repairs Report

27-A Copy of Contract Awarded

CF-3 Copy of Contract Awarded

Delivery Invoice 26-A Notice of Award of Contract

52 Credit Memorandum

51 Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.)

Formerly BB-1 and BB-2

Budget Schedule Amendment Shoet

Report of Fixed Assets (amnual) B.P. Inv. R101

B.P. Inv. R102 Report of Materials and Supplies (annual)

B.P. Inv. 6 Materials and Supplies Physical Inventory (annual) Request for Position Action

BB-10

Budget Form No. 1 thru 11

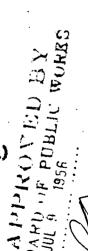
Budget Estimates Fiscal Year (13 pages including farm statement)

Power Plant Utility Report (monthly)

Food Report (monthly)

Memorandum of Adjustment

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ST FOR RECORDS RETENTION . . . IL LE (Continuation Sheet)

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4. em b. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Others

Vendors Invoices
Bank Deposit Slips
Bank Statements
Bank Deposit Receipts
Canceled Checks
Cash Receipt Stubs
Patients' Cash Receipts
Telephone operator's cash report
Meal tickets
Perpetual Inventory (filled pages)
Daily Time Sheets
Supply Requisitions
Confirming Orders

HALL OF RECORDS COMMI

RECOMMENDATION: RETAIN FOR THREE YEARS, OR UNTIL AUDITED, WHICH-EVER IS LATER, AND THEN DESTROY.

ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

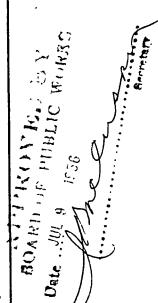
PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 195h).

PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954.)



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Commission :

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Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

8. MASTER AUTHORIZATION

This state-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

9. LEAVE RECORDS

File includes the following records:

Leave record card - Form SEC 128-A, a standard state-side form prepared annually for each employee.

Leave applications Doctor's certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEM DESTROY.

BOAR!

Date....JUL 9. 1956

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